

# Nebraska Crime Commission



## APPLICATION INSTRUCTIONS FOR 2012 VICTIM ASSISTANCE Victims of Crime Act (VOCA) & State Victim Assistance Funds

**Applications are due in the  
Nebraska Crime Commission Office:  
Thursday, April 26<sup>th</sup>, 2012  
by 5:00 p.m. CDT**

**No Exceptions**

**FAXED COPIES WILL NOT BE ACCEPTED**

**Contact:** Merry Wills, Federal Aid Administrator  
Nebraska Crime Commission  
402.471.3416  
Merry.Wills@nebraska.gov

**Please read packet carefully as this application includes new instructions and format.**

*In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, 402.471.2194, TDD 800.833.7352.*

Release Date: February 22, 2012

**2012 VICTIM ASSISTANCE  
Federal Victims of Crime Act (VOCA) &  
State Victim Assistance (VA)**

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**NEW INSTRUCTIONS: Please Read Thoroughly**

**All applications are due in the Crime Commission office by 5:00 p.m. (CDT) on Thursday, April 26<sup>th</sup>, 2012.**

Faxed copies will NOT be accepted.

Applicant must submit **all of the following below (Item #1 AND Item #2)** by 5:00 p.m. (CDT) on Thursday, April 26, 2012.

1. A PDF copy of the completed application emailed as an attachment to [Shawn.Roberts@nebraska.gov](mailto:Shawn.Roberts@nebraska.gov)
2. One original and 2 copies to the Crime Commission

<b><u>Submit Applications to Mailing Address:</u></b> Nebraska Crime Commission P.O. Box 94946 Lincoln, NE 68509	<b><u>Personal Delivery/Overnight:</u></b> Nebraska Crime Commission 5 <sup>th</sup> Floor 301 Centennial Mall South Lincoln, NE 68509
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**Application Training**

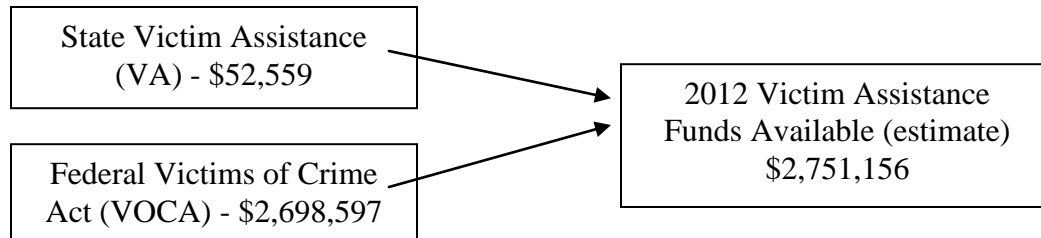
Training on this application is through a pre-recorded **webinar** available at [http://www.ncc.ne.gov/crime\\_commission/organization\\_and\\_functions/grants/trainings.html](http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/trainings.html). Viewing this webinar **is recommended but is not required to apply for funding.**

For assistance on this application please contact Merry Wills, Federal Aid Administrator at the Nebraska Crime Commission, (402) 471-3416 or [Merry.Wills@nebraska.gov](mailto:Merry.Wills@nebraska.gov).

## Introduction

This application kit is intended for applicants who wish to apply for funds under the Federal Victims of Crime Act (VOCA) block grant program and the State Victim Assistance to provide direct services to victims of crime.

## Funds Available (estimates based on 2011 allocations)



## State VICTIM ASSISTANCE (VA)

**Amount:** Estimated \$52,559 (based on 2011 amount)

**Purpose:** To provide direct services to all victims of crime.

**Eligibility:**

- Applicant must be a public or private nonprofit agency which **serves victims of all types of crime** and does not duplicate services provided by another victim service agency within the same geographic area.
- Provide, at a minimum, the services stated in NE Statute 81-1847 for victims for all crimes.
- Utilize volunteers in providing services to victims of all crimes.
- Provide evidence of community support with letters of support from criminal justice agencies and human service agencies within the community.
- State the goals of the agency including those purposes set forth by NE Statute 81-1846.
- Provide an explanation of the organizational structure of the agency depicting how the proposed center will be administered.
- Coordinate efforts and cooperates with other crime victim assistance agencies and all criminal justice agencies.
- Establish a system to maintain confidentiality for all crime victim information.
- Maintain information relating only to the crimes for which services are being provided.

In determining awards for victim and witness centers, the Nebraska Crime Commission shall take into consideration the following:

- NE Statutes 81-1843 to 81-1848;
- Agency funding from other sources;
- Past performance of the center applying for funds;
- Eligibility requirements as set forth by the Nebraska Crime Commission;
- Availability of funds;
- Populations served; and
- Agency's impact on the community.

## Federal VICTIMS OF CRIME ACT (VOCA)

**Amount:** Estimated \$2,324,410 (based on 2011 amount)

**Purpose:** VOCA grant funds are to provide **direct services** to individual crime victims; at no cost to the victim. *VOCA guidelines define a victim as a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.* The primary purpose of VOCA grant funds is to support the provision of services to victims. Services, as outlined by VOCA, are those efforts that respond to the emotional and physical needs of crime victims; assist primary and secondary victims of crime to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; and provide victims of crime with a measure of safety and security.

**Eligibility:** Applicants must . . .

- Operate as a public agency or nonprofit organization, or a combination thereof. Eligible organizations include victim services organizations whose sole purpose is to provide direct services to crime victims such as victim assistance centers and domestic violence/sexual assault programs.
- Demonstrate a record of providing direct services to crime victims.
- Meet the match requirements of 20% cash or in-kind from non-federal sources of the total project cost. For Native American tribes/organizations located on the reservations the requirement is for a 5% cash or in-kind match. New programs who have not yet demonstrated a record of providing services must show evidence that at least 25% of their financial support comes from non-federal sources.
- Maintain appropriate programmatic and financial records.
- Utilize volunteers.
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Promote coordinated public and private efforts to aid crime victims within the community served.
- Assist victims in seeking available crime victim compensation benefits.
- Provide services to crime victims at no cost.
- Maintain confidentiality.
- Cooperate, coordinate and have the support of law enforcement within the jurisdiction of the assisting agency.

### **VOCA Requirements:**

1. **Priority Areas** – *VOCA requires each state allocate at least 10% of its total award to each crime victim category of sexual assault, domestic violence and child abuse. An additional 10% of funds must be allocated to victims of violent crime who were “previously underserved.”* Based on Nebraska’s VOCA supported activities, “previously underserved” populations are victims of robbery, assault, burglary and homicide. Applicants may as a whole or in-part address one or more of these stated priority areas. If a proposal addresses only a specific type of crime victim, the number of potential victims which could be served by the applicant will be a consideration in funding decisions.
2. **Coordination** - Collaboration among victim service agencies, as well as between victim service agencies, law enforcement and other criminal justice entities, is required.

Consolidation of victim service agencies that provide similar services within the same geographic area is required. For example, if services to minority, elderly or other specific types of populations are needed, existing victim service agencies should contract with or hire individuals to provide direct services to

such crime victims. It is recommended that the contract person or new hire be housed at a location such as a senior citizen center or cultural center which provides easier access to services.

Grant requests from agencies not currently funded to provide victim assistance services to a specific population will **not** be considered if there is a currently funded VOCA project providing similar services within the geographic area. Agencies will need to collaborate or contract with currently funded VOCA programs within the same geographic area.

3. **Direct Services** - VOCA funds are to provide direct services to victims of crime. Services to victims of crime are those activities that directly benefit individual crime victims. Services to crime victims include, but are not limited to, crisis intervention services; emergency services that provide temporary shelter for crime victims; support services that may include follow-up short-term counseling; criminal justice related services; assisting crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with creditors and employers; assisting crime victims with applying for compensation benefits; training for agency personnel (paid staff and volunteers) who provide direct services to crime victims; printing and distribution of brochures describing services provided to crime victims by your agency; and providing opportunities for crime victims to meet with perpetrators, if so requested by the victim.

Please note that VOCA funds cannot be used to raise the public's consciousness or to educate regarding victim issues. Funds can be used to promote public awareness for matters of describing services available, how to access program assistance and to identify and refer crime victims to needed services.

VOCA funds are **not** for the purpose of providing services to businesses **unless** an individual or individuals within the business is a victim of a crime.

### **Use of VOCA Funds:**

**Victim service centers and domestic violence programs may utilize VOCA funds for:**

- Personnel to provide direct services to victims of crime.
- Pro-rated costs necessary and essential to providing direct services such as rent, telephone, transportation costs for victims to receive services and enable victims to participate in the criminal justice system, and local travel expenses for service providers while providing services to crime victims.
- Pro-rated operating costs such as supplies, postage, etc.
- Costs for training VOCA paid staff and volunteers.
- Costs to cover special needs necessary to provide services to crime victims such as interpreters for non-English speaking victims, hearing impaired victims, etc.
- Providing presentations designed to help identify crime victims and to provide or refer them to needed services.

**VOCA funding for the following will be considered depending on the availability of funds:**

- Programs specifically for minorities who are victims of crime. Established victim service agencies may contract with established minority organizations to provide direct services to minority victims. Refer to Requirements Section for VOCA definition of direct services.
- Programs specifically for elderly victims of crime. Established victim service agencies may contract with established organizations to provide direct services to elderly victims. Refer to Requirements Section for VOCA definition of direct services.

- Limited increases for salary increases for existing staff currently paid by VOCA funds and for costs associated with increasing part-time workers to full-time status or for additional advocates if statistical data indicates a need.
- Costs to attend national training (i.e., National Organization for Victim Assistance, National Victim Assistance Academy) will be considered on an individual basis. Requests must justify a need not available within the state and only one training per person will be considered.
- In-state training expenses such as travel, supplies and operating costs for the agency and domestic violence shelter workers.
- An enhancement to an existing program that addresses a specific need. Relevant statistical data must support such a need.
- Advocates working with children in Child Advocacy Centers (CAC). A CAC applicant must be fully established and operational, meet all the standards for full membership as set forth by the National Children's Alliance and participate as an active member in the Nebraska State Chapter of CACs. An existing Victim Witness unit may contract with a CAC for a victim advocate to provide direct services. Refer to Requirements Section for VOCA definition of direct services.
- Restorative Justice efforts including opportunities for crime victims to meet with perpetrators, if such meetings are requested or voluntarily agreed to by the victim and have possible beneficial or therapeutic value to the crime victim. For Restorative Justice efforts the following should be considered:
  - 1) Safety and security of the victim;
  - 2) Benefit or therapeutic value to the victim;
  - 3) Procedures for ensuring participation of the victim and offender are voluntary and all participants understand the nature of the meeting;
  - 4) Provision of appropriate support and accompaniment for the victim;
  - 5) Appropriate debriefing opportunities for the victim after the meeting or panel;
  - 6) Credentials of the facilitators; and
  - 7) Opportunity for a crime victim to withdraw from the process at any time.

**Please note:** VOCA funds CANNOT be used for victim-offender meetings which serve to replace criminal justice proceedings. VOCA funds can cover the costs associated with Restorative Justice for the victim ONLY. Any costs associated with the perpetrator's involvement in Restorative Justice efforts CANNOT be paid for with VOCA funds. VOCA funds CANNOT be used for Restorative Justice efforts or victim-offender mediation with the community as a whole.

**Requests for VOCA funds for the sole purpose of funding the following will not be considered. These items are allowable only if they are requested as a part of a programmatic request.**

- Repair and/or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims in an existing shelter or facility currently funded with VOCA dollars. The subgrantee must own the shelter or facility or lease the shelter or facility from a government entity. The lease cannot be with a private landlord and the lease with the government entity must continue for a minimum of five years following completion of the repair. Maximum of \$15,000.00.
- Computers, printers and associated office furniture. Funding will depend on justification of the need and the amount of funds available.
- Phone lines for Internet access. On-going costs of Internet access associated with the case management system. Other requests will be considered depending on funds available.
- TTY/TTD machines for the deaf.

## **VOCA Funds cannot be used for the following:**

<ul style="list-style-type: none"><li>• Capital expenditures</li><li>• Community education</li><li>• Crime prevention activities</li><li>• Development of protocols, interagency agreements and other working agreements</li><li>• Fund-raising activities</li><li>• Indirect organizational costs</li><li>• Individual membership dues</li><li>• Land acquisition</li><li>• Legislative &amp; administrative duties of staff</li><li>• Lobbying &amp; administrative advocacy</li><li>• Needs assessments, surveys, evaluations or studies</li><li>• Professional services of doctors &amp; lawyers</li></ul>	<ul style="list-style-type: none"><li>• Reimbursement to crime victims for expenses incurred as a result of a crime, including property loss</li><li>• Relocation expenses for the victim.</li><li>• Witness management and notification programs</li><li>• Education presentations (Please note it is allowable to use funds for public awareness to promote program &amp; services that are provided)</li><li>• Perpetrator rehabilitation and counseling or any other activities involving or relating to perpetrators</li><li>• Prosecution activities</li><li>• Purchasing or leasing vehicles</li></ul>
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VOCA funds **cannot be used** for any activity or expense that is the responsibility of the prosecutor or the law enforcement agency and including any activities directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency; gathering evidence; witness management and notification (VOCA funds may **only** be used to notify witnesses who are also a victim of the crime); expert testimony at trials; victim witness protection costs and subsequent lodging and meal expenses.

No VOCA funds can be used to purchase food and/or beverages for any meeting, conference, training or other event and all such events must be approved by the Crime Commission before any contracts are signed or arrangements finalized. Therefore, food and beverage costs are now unallowable under any grant, cooperative agreement and/or contract. This restriction does not impact direct payment of per diem amounts to individuals attending a meeting or conference, as long as they fall within the guidelines.

## **Requests for Continuation VOCA Funds:**

Federal grants to Nebraska and the rules which govern their distribution are received on an annual basis. Therefore, **no** project is guaranteed continuation funding. Programs requesting continuation funds are expected to clearly state how continuation funding is vital to the ongoing success of the program. Limited funds and the statewide grant competition may prevent full funding of continuation projects.

## **Match Requirements:**

Existing Program: A 20% match of the total project's budget is required by VOCA.

New Program: Eligible programs that have never received VOCA funds are NOT required to provide the 20% match. It is recommended, when possible, that match be provided to show commitment and sustainability for the project. As previously indicated requests for new programs cannot duplicate services in an area. Funding for new programs is intended to create victim services across the state in areas that have limited or no resources. New programs are encouraged to apply for VOCA funding. *New programs that have not yet demonstrated a record of providing services must show that at least 25 percent of their financial support comes from non-federal sources.*

Note: A 5% match of the total project's budget is required for any new or existing VOCA funded project that is an Indian tribe or Native American organization on a reservation.

**Matching funds** may be applied from other sources of support (cash match) or in-kind contributions. In-kind match consists of donations to project activities other than cash and may include donations of expendable equipment, office supplies, workshop or classroom materials, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project. In-kind match must directly relate to the project goals and objectives and must be financially documented in the same manner as grant funds. **Designated match is restricted to the same uses as VOCA funds.** Please note that federal funds cannot be used as match, value or depreciation value of furniture or equipment is not eligible match and the volunteer hourly wage cannot exceed \$9.00/hr.

NOTE: The amount of required match (20%) can be calculated by dividing the requested amount by 4.

Example: \$75,000 federal VOCA funds needed/requested for the project.  
\$75,000 divided by 4 equals \$18,750, which is the required match amount.  
 $\$75,000 + \$18,750 = \$93,750$  which is the total project cost.

### **Other Requirements (all applicants):**

**Certified Assurances, Drug Free Workplace and Lobbying:** As recipients of federal fund, the Crime Commission must sign and pass on certain Certified Assurances and requirements to subgrantees. Certified Assurances, the Drug Free Workplace, and Lobbying forms must be signed and included with the grant application.

**Debarment:** A Debarment form, which certifies the agency or individuals in the agency are not barred from doing business with the federal government, must be signed and returned with the application.

**Non-supplanting of Funds:** Federal funds cannot be used to supplant (replace) other existing funds. Funds presently appropriated for the project may not be deliberately decreased due to additional federal funds made available through the Crime Commission. The application's budget narratives should clearly explain requests to ensure supplanting will not occur by including how position(s) was funded, why funding is no longer available, when support ends or any temporary funding agreements or arrangements.

**Commingling of Funds:** A clear audit trail must be maintained for each source of funding. Receipts, expenditures, and disbursements must be separately accounted for from each source of funds.

**Confidentiality:** At no time shall a victim's name, address, phone number or other identifying information be divulged to another individual or agency unless they are a part of the criminal justice system or Health and Human Services system or unless the victim has given prior voluntary written consent for such release of information.

**Special Conditions:** Awarded applicants will be required to sign Special Conditions which include but are not limited to requirements under federal and state laws in addition to requirements for accounting, data collection and reporting. Victim Assistance programs must maintain nondiscrimination information on victims (race, national origin, sex, age and handicap). This information will be forwarded to the Nebraska Crime Commission as part of the program's statistical performance report.



**Victim Witness Programs:** The purpose of a victim witness program is to advocate for victims and provide timely assistance to individual victims of crime. Advocacy should begin within 72 hours or the next business day after the incident for all serious crimes (homicide, sexual assault, assaults) and most crimes against the elderly. Victim Witness Units located in County Attorney offices are to have a process in place to receive law enforcement incident reports for victims of serious crimes and crimes against the elderly so that advocacy can begin within 72 hours or sooner. Policies and procedures are required that include when and how victim contact will be made and when and how follow-up contact will be made.

**Letters of Commitment & Letters of Support:**

*Please NOTE: Letters received separately from the grant application will not be considered or returned.*

Letters of Commitment	Letters of Support
<ul style="list-style-type: none"> <li>• <b>Required</b> from agencies and/or individuals who will <u>participate</u> in the project and/or <u>coordinate</u> efforts and will cooperate with the applicant in addressing the problem.</li> <li>• Must indicate how the supporting agency will commit resources or participate in the project.</li> <li>• Directly impact funding decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• From individuals and/or agencies that may be affected or impacted by the project.</li> <li>• Show acceptance and approval of the project.</li> <li>• Five (5) maximum</li> </ul>

**All letters should remove or black out the names of any victims.**

To demonstrate coordination and cooperation applicants should include letters from law enforcements, criminal justice agencies and other victim services organization. Letters should be signed by an agency lead such as the Chief of Police, Sheriff, County Attorney or Executive Director. Please note that it is acceptable for agencies serving multiple counties to have a Letter of Commitment that is signed by all counties.

**Application Format:** *Please note that Crime Commission applications may change from year to year.*

- ✓ Applications must be typewritten.
  - **Original must be stapled in the upper left hand corner and 2-hole punched at the top.**
  - Provide **two (2) copies, each stabled** (2-hole punched not required).
  - 1 pdf copy
- ✓ Copies of the application may be double sided; **the original must be single sided.**
- ✓ Re-created applications must adhere exactly (word-for-word and design) to the Crime Commission's official application format and layout.
- ✓ Federal Identification Number must be included on the application. Applicant must be the entity that will receive and disburse grant funds. The Federal ID Number must be that of the applicant.
- ✓ Do not include cover letters.
- ✓ Do not put applications in folders.
- ✓ Use 12 point font, number pages in lower right hand corner and adhere to page limits.
- ✓ Sources of data and/or statistics must be cited immediately following the information or under the graph/chart provided.
- ✓ Only submit completed budget pages that apply to the project.
- ✓ Budget figures are to be provided in round numbers, no cents. PLEASE check all budget calculations.
- ✓ Additional information in the form of Appendixes will not be accepted.
- ✓ Include ALL Required Forms (Budget Summary page, Certified Assurances, Drug Free Workplace form, Debarment form, Lobbying form) with appropriate signatures of the authorized individual.

***Please note: Authorized official includes county board chair, mayor, city administrator, and board chair or vice-chair of a non-profit agency.***

**Application Format section continued:**

SECTION NAME & ORDER	PAGE LIMITS
<b>Grant Applicant Information</b>	2 pages as provided
<b>Budget Summary</b>	1 page as provided
<b>Detailed Budget Information</b>	Pages as needed, forms provided Budget Narratives follow corresponding Budget Pages
<b>Sustainability</b>	2 pages
<b>Community Description</b>	3 pages
<b>Problem Statement</b>	5 pages
<b>Solution</b>	4 pages
<b>Activities / Timetable</b>	2 pages, form provided
<b>Goals, Objectives and Performance Indicators</b>	Pages as needed, form provided
<b>Continuation Information</b>	2 pages
<b>Required Forms</b> (Certified Assurances, Lobbying, Debarment, Drug-Free Workplace)	Pages as provided
<b>Letters of Commitment &amp; Letters of Support</b>	Letters of Commitment – as needed Letters Support – 5 maximum

**Funding Process and Tentative Timeline:**

April 27, 2012	Technical/Administrative Review begins
May 30 & 31, 2012	Staff Review conducted
June 21, 2012	Crime Commission Grant Review Committee considers recommendations
June 22, 2012	Letters mailed to applicants advising of Committee's recommendations
July 20, 2012	Crime Commission makes final funding determinations
July 23, 2012	Applicant is mailed written notification of approval/denial
August 2012	Grand Awards and Special Conditions due to the Crime Commission

**Grant Commencement and Duration:**

All funded projects are required to be implemented within 30 days from the start date listed on the Grant Award or another date as specified by the grant administrator. A subgrantee's failure to implement a project within the time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. All grant correspondence will be sent to the Project Director listed on the Application Information Page.

Generally, a grant will be approved for a period no longer than twelve months. Substantial justification must be provided for an extension of the grant beyond this time period.

**Training and Technical Assistance:**

Application training is available through a pre-recorded webinar located at [http://www.ncc.ne.gov/crime\\_commission/organization\\_and\\_functions/grants/trainings.html](http://www.ncc.ne.gov/crime_commission/organization_and_functions/grants/trainings.html). Questions should be directed to Merry Wills, Federal Aid Administrator at 402) 471-3416 or [Merry.Wills@nebraska.gov](mailto:Merry.Wills@nebraska.gov). Viewing this webinar is recommended but is not required to apply for funding.

**Grant Management Training (GMT)** is required for any new project, continuation projects who have not attended GMT since 2009 and subgrantee's with new project personnel (Project Director, Coordinator, Fiscal Officer). Others are welcome to attend. This training will be announced in the grant award letter.

## APPLICATION INSTRUCTIONS

**Pg. 1-2 Applicant Information** – provide all requested information. The applicant must be the agency that will receive and disburse the grant funds. The Federal Identification Number must be that of the applicant.

### **Pg.3-15 Budget Summary, Budget Sheets and Budget Narratives**

Budget Summary - 20% cash or in-kind match of the total costs of project is required for existing projects and 25% for new projects; 5% match required from Indian tribes or Native American organizations on reservations. Federal funds cannot be used for match.

Provide budget figures in round numbers, no cents. Ensure all budget pages are calculated correctly and the Budget Summary page is signed by the Authorized Official.

### **CATEGORY A - PERSONNEL**

Personnel refers to wages and fringe benefits for regular full-time or part-time salaried employees as well as in-kind contributions of volunteers. Other persons working on the project who are not on the regular payroll or not volunteers must be classified either as contractual or consultant. In-kind contributions, if allowable, must be listed as matching funds.

Salaries cannot exceed those normally paid for comparable positions in the community and/or the unit of government.

1. **Direct Salaries:** Write in the title/position of each employee involved in the project including new positions to be filled and the number of volunteers, if applicable. If existing personnel will be involved in the project but no funds are requested for their position and their salaries will not be used as match, do not list them on the budget page, but do include such information in the Narrative. Include in the narrative if the position is new or existing. If requesting for an existing position indicate how the position was funded prior to this request. Across from each position listed, enter the annual salary of the position; percent of the time **to be devoted to the project** (2080 hrs. annually = 100% or full-time); amount of funds being requested for the position; the amount of matching funds; the source of matching funds, fringe benefits and, the total cost for the position.

On each line enter the subtotal of the amount of funds requested, matching funds and the total of all direct salaries. To establish the value of services provided by volunteers, if applicable, use \$9/hour multiplied by the number of hours of service to be contributed.

2. **Fringe Benefits:** All fringe benefits are to be based on the **employer's share only**. The employee's share is to be withheld from his or her wages. Vacation and leave time would be included in normal working hours (FTE 2,080hours/year) and are not added benefits. In the appropriate columns enter the total cost of benefits requested and those provided as match for each position.
3. **Total Personnel Budget:** Enter the total amount of funds requested, matching funds and total of all salaries and fringe benefits for the each position in the Total Cost section. You will need to enter the total cost for each column and line in the Total Personnel Budget. Also enter these totals on the "Budget Summary" pages.
4. **Personnel Budget Narrative:** A budget narrative **MUST** be attached if funds are requested and/or match is provided. The narrative **MUST** include a breakdown of how the cost for **each** position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for **both the requested funds and matching funds**. The budget narrative is to explain:
  - Fringe benefits requested for each position;
  - If each position is existing or new, and if existing how it is not supplanting;
  - If each position is full or part-time;
  - **How** each position is relevant to the project;

- A brief description of the duties of **each** position. Include primary responsibilities and specific duties. Identify any **new** duties if this position was previously funded.
- Include positions for which funds are not being requested or are not used as matching funds but will be involved in the project.

## **CATEGORY B - CONSULTANTS AND CONTRACTS**

**NOTE:** If more than one consultant will be used for the project, complete a budget sheet for each consultant.

1. **Purpose:** List the purpose for a consultant or contractor (i.e., conduct study, facilitate support group, develop and/or present training).
2. **Type of Consultant:** Check the box for the type of consultant to be used for the stated purpose.
3. **Consultant Fees:** Consultants employed by commercial and not-for-profit organizations are subject to competitive bidding procedures and are subject to \$450 per day or \$56.25 per hour maximum compensation. In cases where an individual has authority to consult without employer involvement, the rate of compensation should not exceed \$450 per day or \$56.25 per hour. The rate for independent consultants must be reasonable and consistent with that paid for similar services in the market place.
4. **Travel Expenses For The Consultant:**

**For each line item below (i.e., mileage, air fare) list the cost, enter the amount requested and amount provided as match. Enter each line item's total cost in the "Total" column.**

- (a) **Mileage:** Rate is \$.555 cents/mile.
- (b) **Air Fare:** Cost for air fare must be coach or least expensive class.
- (c) **Meals:** Allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23).
- (d) **Lodging:** In-state lodging allowance is \$77 per night for all areas except Lincoln and Omaha which is \$91 per night.
- (e) **Other Costs:** List other anticipated costs associated with the consultant.

**For out-of-state meal and lodging rates refer to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.**

5. **Consultant/Contract Total:** Calculate the total cost for funds requested, match provided and total cost. Enter totals on the "Budget Summary" page.
6. **Consultant/Contract Narrative:** A budget narrative is to be attached if funds are requested and/or if match funds are provided. Include breakdown of how the cost for each consultant was determined for both the funds requested and matched. Include the following for **each** position:
  - a) Services and/or product that the consultant will provide;
  - b) How the services, product or position relate and impact the project;
  - c) Breakdown of how the cost for each position was determined (i.e. 500 hours x \$5 an hour = \$2,500) for VOCA funds and matching funds;
  - d) If each position is existing or new;
  - e) If each position is full or part-time;
  - f) Description of the specific duties for **each** position funded by VOCA or match dollars. Include primary responsibilities and if, position was previously funded identify **new** duties.

## **CATEGORY C - TRAVEL EXPENSES**

**NOTE:** If travel expenses are needed for more than one purpose or type of travel, complete a budget sheet for each purpose and/or type of travel.

1. List travel expenses by purpose, i.e., training, conference, daily travel for job, etc. For example, a project coordinator will attend training. Enter "training" on the line marked "Purpose". Complete all the applicable expenses associated with this purpose (any mileage that will be paid, air fare, meals, lodging, other.)
2. Mark the travel as local, in-state, or out-of-state.
3. List the title of the person who will travel.
4. Calculate the cost of the travel, completing the areas relevant to the travel for each purpose.
  - (a) **Mileage:** Calculate the number of miles of annual travel and multiply by **.555** cents to determine the total mileage cost. Enter the total cost in the "Total" column, the amount requested and the amount of the total cost provided as match.
  - (b) **Air Fare:** List the destination and enter the anticipated total cost of the air fare in the "Total" column. Enter the amount requested and the amount provided as match. Air fare must be coach or least expensive class.
  - (c) **Meals:** List the number of days meals will be paid and multiply by the allowable per diem rate. Allowance for Nebraska is \$41 (breakfast \$7, lunch \$11, dinner \$23). Enter amount requested and amount provided as match. Enter the total cost in the "Total" column.
  - (d) **Lodging:** List the number of nights lodging is needed and multiply by the allowable per diem rate. In-state lodging allowance is \$77 per night (\$93.00 plus tax per night for Omaha). Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.
  - (e) **Other:** List other expenses, such as taxi, parking, registration, etc. Enter the total cost in the "total" column. Enter the amount requested and the amount provided as match.

**For out-of-state meal and lodging rates refer to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates.**

5. **Travel Total:** Calculate the total cost of the travel for each purpose. Calculate the total for all travel expenses for the funds requested, match and total and enter these amounts on the "Budget Summary" page.
6. **Travel Expenses Narrative:** For each travel purpose complete a budget narrative explaining the purpose, the position traveling and how this travel relates and is necessary to the project.

## **CATEGORY D - SUPPLIES AND OPERATING EXPENSES**

1. **Supplies:** This section includes office supplies, forms, operating supplies, books, subscriptions, repair or maintenance supplies, equipment items costing under \$300 - material which is expendable or consumed during the course of the project.

Lists supply items by type (i.e. postage, forms, office supplies, training materials, etc.), quantity, unit cost and total cost. Higher cost items should be listed separately and identified (e.g. special mailings, equipment items, etc.). Enter the total cost in the "Total" column. Enter the amount of the cost being requested and amount that will be provided as match.

At the bottom of section 1, enter the cost for project supplies with a breakdown by the amount requested, match and total cost in the appropriate columns.

2. **Operating Expenses:** This section includes all operating expenses involving rental arrangements and purchase of non-consultant type services.

For each item listed enter the rate or unit cost. Enter the total cost in the "Total" column. Enter the amount of the cost requested and enter the amount provided as match. Identify other items for which funds are requested in the "Other" category.

At the bottom of section 2, (Operating Expenses Subtotal) enter the cost of project operating expenses. Provide a breakdown of the total cost by the amount requested, match and total costs in the appropriate columns.

3. **Supplies/Operating Total:** Enter the total costs for all supplies and operating expenses. Provide breakdown for the costs by the amount requested, match and total costs in the appropriate columns. Enter those totals on the "Budget Summary" page.
4. **Supplies/Operating Expenses Narrative:** For all supplies and operating expenses requested, attach a budget narrative to:
- a) Explain the cost breakdown of how requested and match funds were determined for supplies (i.e., envelopes, paper and other office supplies);
  - b) Describe **all** current operating expenses and explain why the requested expenses are needed;
  - c) Explain how the supplies and operating expenses relate to the project.

## **CATEGORY E - EQUIPMENT**

Check the grant program for what are allowable items and bidding requirements. Items requiring bids will not be funded absent a showing that bids were taken as required by law, rule or regulation. Call the grant administrator if you have any questions.

Enter the total costs for the appropriate items. Provide breakdown of the costs by the amount requested, match and total costs in the appropriate columns. Equipment items costing under \$300.00 should be included in Supplies. Enter the total costs for Equipment. Also enter these totals on the "Budget Summary" page.

**Equipment Narrative:** Attach a budget narrative if funds are requested or match is provided. Provide a breakdown of the cost basis for each piece of equipment, and explain how each piece of equipment is relevant to the project.

## **CATEGORY F - OTHER COSTS**

**NOTE:** Contact grant administrator before using this section to ensure requested expenses will not fit in another category. Refer to grant program guidelines for what is allowable in this category.

List each item and the total estimated cost with the breakdown by the amount requested, match and total costs in the appropriate columns. Enter the total cost for "Other". Enter these totals on the "Budget Summary" page.

**Other Costs Narrative:** A budget narrative is required if funds are requested or if match is provided. Explain each item requested and provide a breakdown of how the cost for each item was determined. Explain how each item is relevant to the project.

## Pg. 16 Sustainability (limit 2 pages)

Applicants must describe resources and plans that will support the long-term likelihood of the project. This discussion should include a description of organizational structure (i.e., Board of Directors) and operations (i.e., total agency budget, financial supporters). Please note this is not referring to the project's day to day operations.

## Pg. 17 Community Description (limit 3 pages)

**Pg. 18 Problem Statement (limit 5 pages)** – Provide a clear, concise statement supported by contributing factors and relevant statistical documentation. Table should be completed however, if statistics are not available or they are not relevant to the project indicate, “NA”. All data should represent **unduplicated counts**. The Face-to-Face and Telephone numbers should equal the total of “Unduplicated # of Victims Provided Direct Services.” The statistics provided for each year should be for a 12-month time frame.

**Pg. 19 Solution (limit 4 pages)** – Describe the project's daily operations by explaining, step-by-step, how the proposed project will work including who will be involved and when and what will their role be. Explain how victims are reached and the coordination occurring with criminal justice and other victim services agencies. Victim Witness programs should outline processes for receiving and accessing incident reports including how reports are prioritized; how serious crime victims are served within the 72 hours and when and how contact is made in relation to the time and type of incident.

**Pg. 20 Activities / Timetable (limit 2 pages)** - Indicate major program activities and identify the position or agency responsible. List only VOCA specific activities reflective of the project's operations discussed in the Solution section.

**NOTE:** “Assist with filing compensation claims” must be listed as this is a federal requirement for all projects receiving VOCA funds.

Example:

ACTIVITY	POSITION RESPONSIBLE	1 <sup>ST</sup> Quarter 1 <sup>st</sup> -3 <sup>rd</sup>	2 <sup>nd</sup> Quarter 4 <sup>th</sup> -6 <sup>th</sup>	3 <sup>rd</sup> Quarter 7 <sup>th</sup> -9 <sup>th</sup>	4 <sup>th</sup> Quarter 10 <sup>th</sup> -12 <sup>th</sup>
Will advertise for, hire and train Client Advocate	Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide direct services to victims by phone or in person	Client Advocate and Volunteers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assist with filing compensation claims	Client Advocate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update training manual	Volunteer Coordinator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare quarterly reports for Crime Commission	Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Pg. 21 Goal, Objectives & Performance Indicators

**NOTE:** The application includes a Goal, Objectives & Performance Indicator Form. **For each objective complete one form.**

**Goal:** A broad based statement that reflects an overall end result. A project usually has only one overarching goal. Typically, achievement of the goal requires numerous strategies of which some may not be offered by the project however, the current project may be the only one which meets criteria for funding at this time.

Example: Victim assistance services will be available to response to the needs of victims of crime in Douglas County.

**Objectives:** A goal usually has only **one to three** measurable objectives which indicate how the project will assist in achieving the outcome or stated goal. Objectives address the problem(s) identified and documented in the Problem Statement as well as the identified needs. **Measurable objectives** are something the project is going **to do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain **time period**. Measurable objective **increase, decrease** or **maintain** something and are not activity statements such as *to provide, to train* or *to establish*.

In developing measurable objectives review the project activities to determine what types of statistical data will need to be collected to show the project's effectiveness. Focus on only three to five measures which will indicate the project is making a difference and works. These will be the Performance Measures or Indicators for the project and will be used as part of the project's report to the Crime Commission. Check objectives to ensure they are specific to the funds requested.

Example: To increase the number of crime victims receiving assistance (to do something) by 100% from 0 to 100 (by a certain amount) within a 12-month period (within a certain time frame).

The measurable objective above relates to a **new** program. The baseline number is zero because the program did not exist in the previous year. If applying for funds to expand or enhance an **existing** program, the objective would read as follows.

Example: To increase the number of crime victims receiving assistance (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

**Performance Indicators:** Are the Data collected during the project to measure each objective to determine if the program is successful. Performance Indicators are in direct relationship to the baseline data stated in the Problem Statement.

**Baseline Statistics:** Baseline statistics, used in the Performance Indicators, are the statistics from the most current year used to document the problem outlined in the Problem Statement. By using this method it can be determined as to whether the statistics provided in the Problem Statement are relevant in documenting the stated problem or problems. If something is identified, which needs to be measured in the Performance Indicators, check the statistics in the Problem Statement to determine if additional statistical data is necessary. If the statistics are critical to documenting the problem then they will be reflective of the program's success. There may be numerous statistics you can gather, but you need to determine which ones are the **most** important.

Example:

**Proposed Project:** Crime victims in Douglas County will be provided with help and resources following their victimization.

**Measurable Objective:** Increase number of victims of crime receiving assistance (to do something) from 100 to 120 or 20% (by a certain amount) within a 12-month period (within a certain time frame).

**Baseline Statistics:** One hundred (100) victims provided assistance as indicated in the statistical documentation of the problem.

**Pg. 21 Continuation Information (limit 2 pages)** - Complete if the project currently receives or has received funds for the same project in the past from the Nebraska Crime Commission. Current management of the grant will be taken into consideration during the review process.

**Pg. 23-25 Required Forms** – Applicants are required to submit all signed required forms with application.

**Letters of Commitment & Letters of Support** - Attach current letters of commitment and support to your application. Letters sent separately will not be considered and will not be returned.